

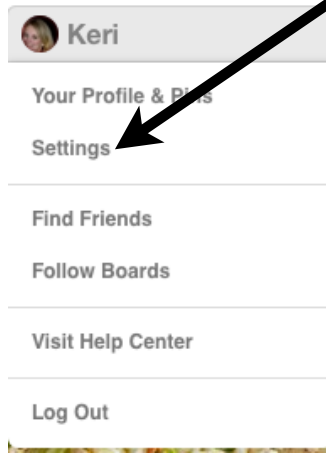


Go to the Pinterest website: <https://pinterest.com/>

You can use your Facebook account or an email account.

Once logged in, you can view your settings:

Additional Settings



Do you want your profile to be public? →

Account Basics	
Email Address	<input type="text" value="Keri.Tisher@k12.sd.us"/>
Password	<a href="#">Change your password...</a>
Language	<input type="text" value="English (US)"/>
Country	<input type="text" value="United States"/>
Gender	<input type="radio"/> Male <input type="radio"/> Female <input type="radio"/> Unspecified
Search Privacy	<input type="checkbox"/> No <small>Keep search engines (ex: Google) from showing your Pinterest profile in search results. <a href="#">Learn more</a></small>
Personalization	<small>Let Pinterest show you Related Pins and other recommendations based on:</small> <input checked="" type="radio"/> Your activity on Pinterest AND other sites you've visited recently. <a href="#">Learn more</a> <input type="radio"/> Your activity on Pinterest.
Search history	<input type="button" value="Clear Recent Searches"/> <small>Remove things you've recently searched for from search suggestions</small>
Recent contacts	<input type="button" value="Clear Recent Contacts"/> <small>Remove people you've sent Pins to from recent contact suggestions</small>

How many email notifications do you want to receive?

### Email Notifications

Get email notifications ☒ Yes ☐ No

Get an email when someone

- ☐ No Pins your Pin
- ☐ No Likes your Pin
- ☐ No Follows you or one of your boards

Send these emails ☒ When they happen ☐ Once a day at most

Also get an email when someone

- ☒ Yes Comments on your Pin
- ☒ Yes Sends you a Pin
- ☐ No From your other social networks joins Pinterest
- ☒ Yes Asks questions on your pin
- ☒ Yes Answers questions you asked or liked
- ☒ Yes Likes or replies to your answers
- ☒ Yes Invites you to a group board

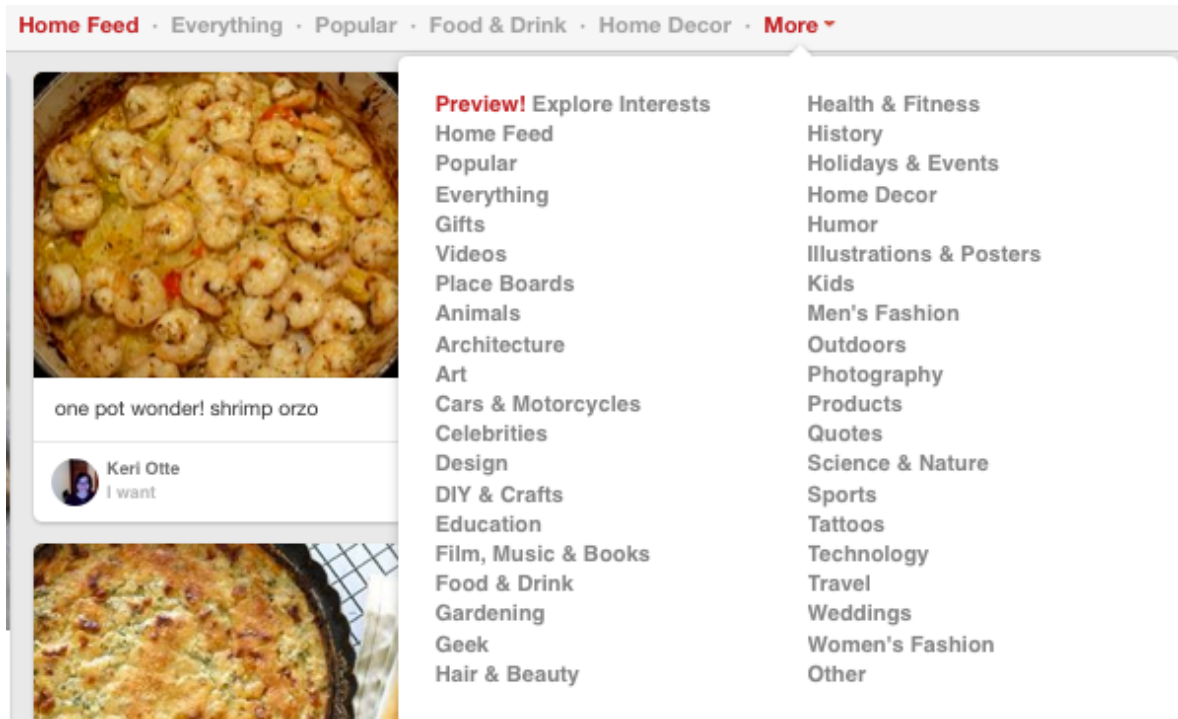
Other kinds of emails you can get

- ☒ Yes Price changes for Pins you add
- ☐ No Stuff you might like
- ☐ No Weekly inspiration
- ☐ No Feature announcements and updates
- ☒ Yes Invitations to give us feedback

Make sure you save any changes. This would also be the spot to deactivate your account.

## Navigating Pinterest

Once you are logged in, the home page will customize to you. From here you can search for a specific topic or browse through the Pinterest categories.



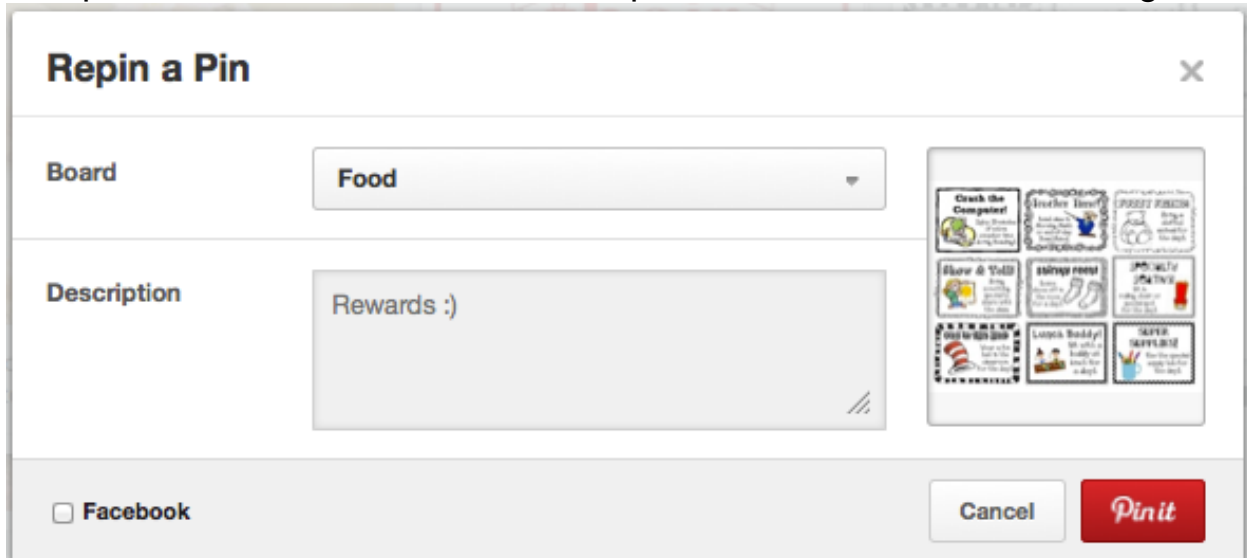
## How to Pin

If you find something on Pinterest that you would like to “pin” to your own Pinterest boards, simply click on “Pin It.”



Or you can send it to a friend.

Clicking on “Pin It” will bring up this box. Select which board you would like to place it on. You can add a description to make it easier to find again.



**Repin a Pin** [X]

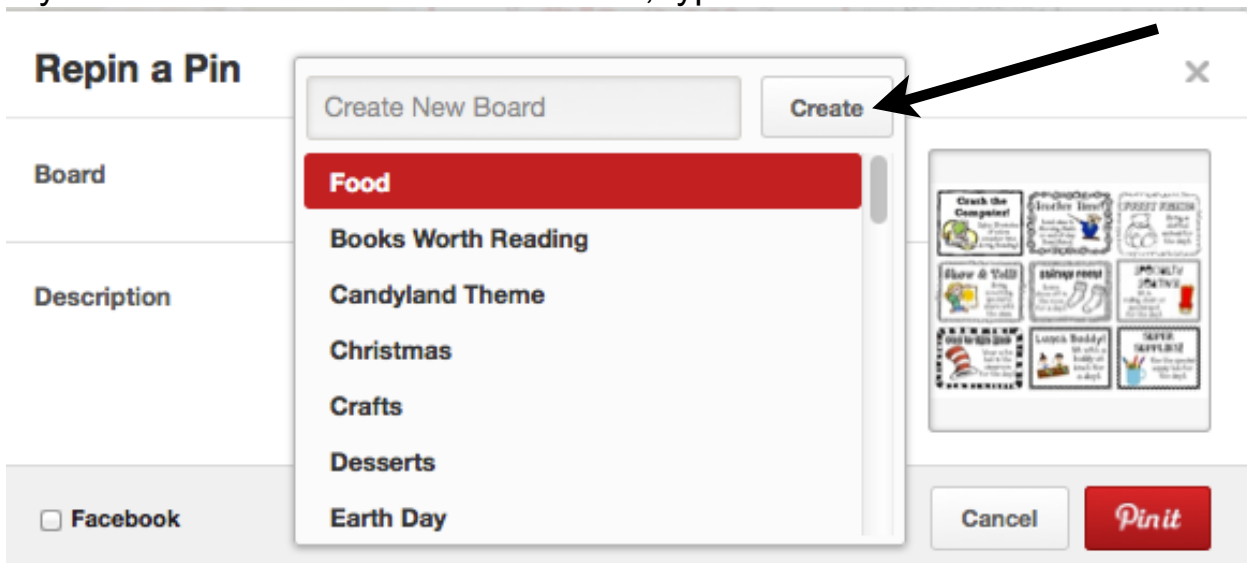
Board: **Food**

Description: Rewards :)

☐ Facebook

Cancel Pin it

If you would like to create a new board, type a new title and select “Create.”



**Repin a Pin** [X]

Create New Board [Create]

Board: **Food**

Description:

☐ Facebook

Cancel Pin it

### Adding the “Pin It” button to your Browser’s Toolbar

You may find activities or other ideas that are not on Pinterest that you want saved onto your Pinterest boards. You can add a “Pin It” button to your browser’s toolbar.

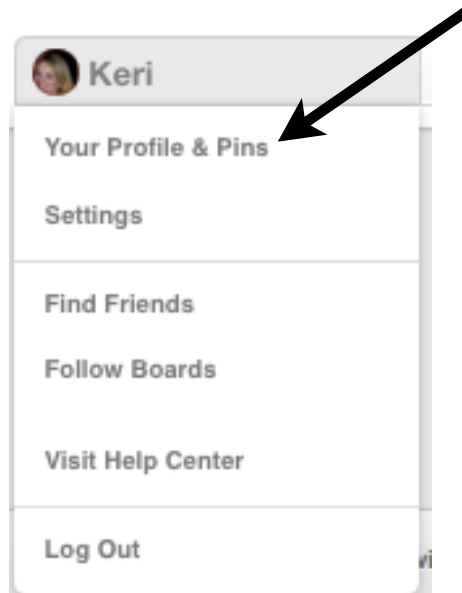
Go to: <http://about.pinterest.com/goodies/>

Drag the red “Pin It” button onto the browser’s toolbar.

When you find something you like, click this button and select a board.

## Viewing Pins on Your Boards

Go to your boards using this link.



Select the board you want to view. You can click on the picture to go to the website or click on the pencil to make changes to the pin or delete it.

## Making Changes to your Board

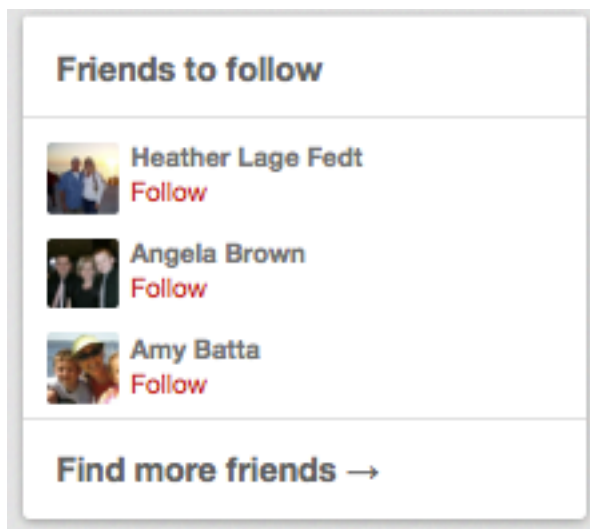
Go to your boards. Select the board you want to edit.  
Click on “Edit” and make changes.

A screenshot of the 'Edit Board / Math' form. The form has a title bar with 'Edit Board / Math' and a close button. It contains several fields: 'Name\*' with the value 'Math', 'Description' with a placeholder 'Add a short description to your board', 'Category' with a dropdown menu showing 'Education', and 'Who can pin?' with a text input field containing 'Type a name or email' and an 'Invite' button. Below the text input field, there is a small profile picture of 'Keri Tisher' and the text 'you created this board'. At the bottom of the form, there are three buttons: 'Delete Board', 'Cancel', and 'Save Changes'. A warning message at the very bottom states 'You won't be able to undo this!'.

## Follow Other People's Boards

If you find someone you would like to follow, click on their name to go to their profile page. To follow all of a person's boards, click **Follow All** on their profile page.

On your homepage you will see suggestions for people you may want to follow. Simply click the follow button. Now their pins will show up on your home page as well.



You can find more friends by following the link.



## **Save a Copy of Your Boards as a PDF**

1. Go into each one of your boards one at a time.
2. Press Control P (which will bring up the Printing box)
3. Instead of using the Printing option look for "PDF"
4. Then select "Save as a PDF."
5. Save them where you would like and choose a name, it would probably make the most sense to name them the board names you have on Pinterest so you can find them easily on your computer.
6. Repeat with all your Pinterest boards.

-TIP: Make sure all your Pins are done "Fetching" or your PDF will not be complete with all of your Pins.

-TIP: Make sure you keep remembering to save each board, maybe make yourself a note to do it weekly, biweekly, monthly, etc. You can over-write your current boards by just saving over them.

-Also, the PDF will not capture the entire hyperlink, just the website below each pin.

## **Organize Your Boards**

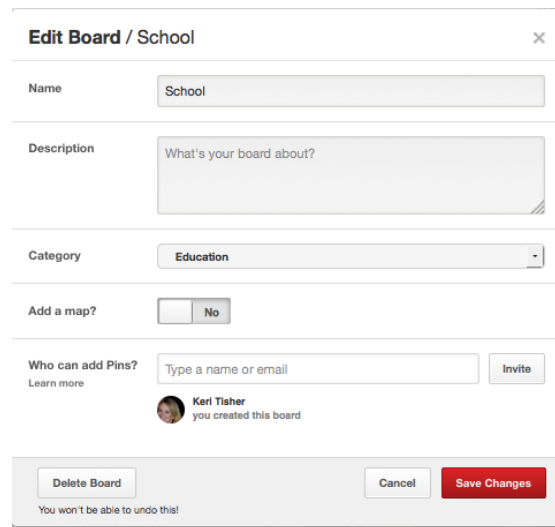
To move boards, simply drag and drop them to the desired location.

- Place your boards in a logical order.
- Make sure your best, most relevant content is in the top two rows.
- Go through your boards, delete irrelevant pins or pins that aren't so pretty.
- Split up larger boards into more focused topics.
- Make sure all boards have a description and a category.
- Delete boards you no longer need. Do this in the "Edit" page of the board.
- Change board covers to represent your very best images.

## Group Boards

You can invite anyone who is following at least one of your boards. To invite someone:

1. Go to the board and click **Edit**
2. Enter the first and last name (or email address) of the invitee under **Who can pin?**
3. Click his/her name once it loads
4. Repeat for any other people you'd like to add
5. Click **Save Change**



The screenshot shows a dialog box titled "Edit Board / School" with a close button (X) in the top right corner. The dialog contains several fields and controls:

- Name:** A text input field containing the word "School".
- Description:** A text area with the placeholder text "What's your board about?".
- Category:** A dropdown menu currently set to "Education".
- Add a map?** A toggle switch currently set to "No".
- Who can add Pins?** A section with a "Learn more" link, a text input field labeled "Type a name or email", and an "Invite" button.
- User List:** Below the input field, there is a list of users. The first user is "Keri Tisher" with a profile picture and the text "you created this board".
- Footer:** At the bottom, there are three buttons: "Delete Board", "Cancel", and "Save Changes". Below these buttons is a warning message: "You won't be able to undo this!".

As the creator of a group board, only you will be able to:

1. Change the board's title
2. Change the board's description
3. Remove pinners from the board (the people you invite can remove themselves)
4. Delete any pin on the board



## Automatically Populate Descriptions for Pins

Coming up with witty, pithy descriptions for every pin can be taxing. Instead, why not take out the heavy lifting and use some of the text that's already there? Find your image and search the page for some usable copy and highlight it. Hit the Pin It button in Bookmarks or the right-click drop-down menu. The copy will automatically populate the description field. Select a board and hit the Pin It button to post.

## Edit Your Profile

Go to your boards.  
Click on the pencil in your name box at the top of the page.



Add any information you want others to see.

A screenshot of the "Edit Profile" dialog box. The dialog has a title bar with "Edit Profile" and a close button. It contains several input fields: "Name" with "Keri" and "Tisher" in separate boxes, "Username" with "http://pinterest.com/" and "sdteachermom" in separate boxes, "About You" with a large text area, "Location" with a text box, and "Website" with a text box and a "Verify Website" button. At the bottom, there is a link to "Account Settings" and two buttons: "Cancel" and "Save Profile".

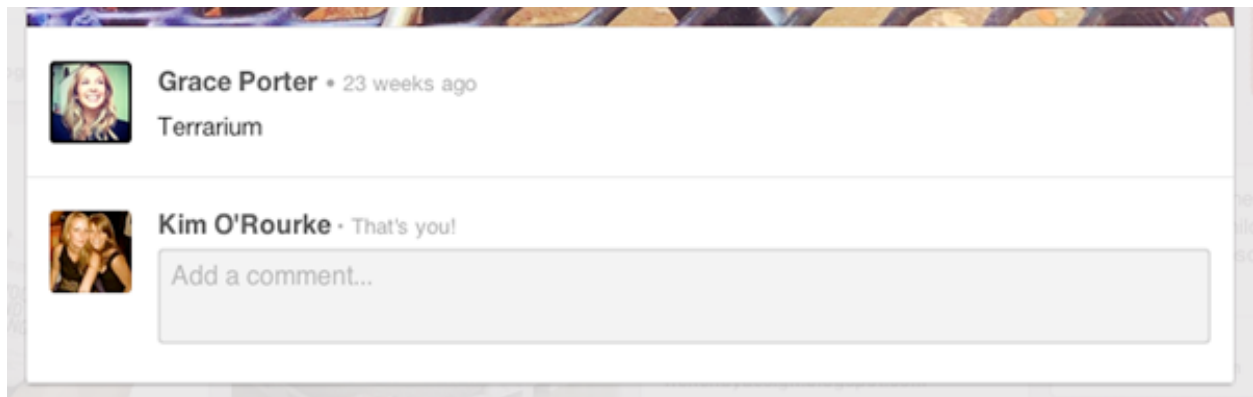
Don't forget to save your changes.

## Commenting on a Pin

### Add a comment

1. Click on the pin to view its full size
2. Add a comment in the box below the pin
3. Click **Comment**

**Note:** If a pin already has a comment, you can add a comment to it from the feed view. If it doesn't have a comment already, you'll need to comment from the full sized pin.

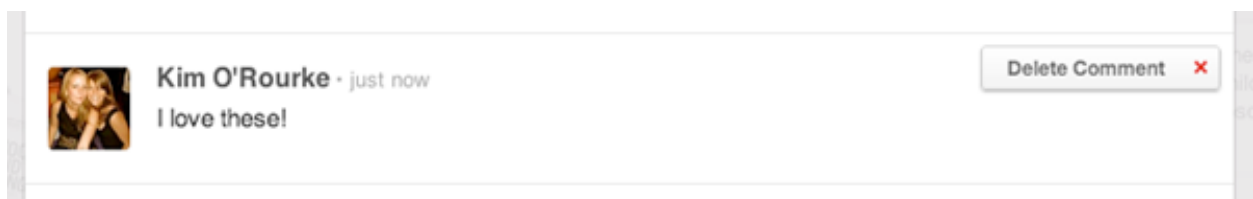


### Edit or delete a comment

If you need to edit a comment you made, you'll have to delete it and comment again:

1. Click on the pin to view its full size
2. Hover over the **X** to the right of the comment and click **Delete Comment**

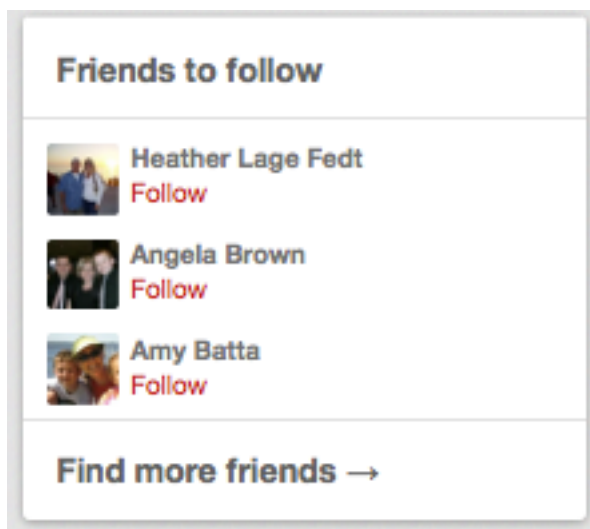
**Note:** You can also delete other pinners' comments on your own pins. Just follow the steps above.



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Go to: <http://about.pinterest.com/goodies/>

Drag the red “Pin It” button onto the browser’s toolbar.

When you find something you like, click this button and select a board.

## Connect to Facebook or Twitter

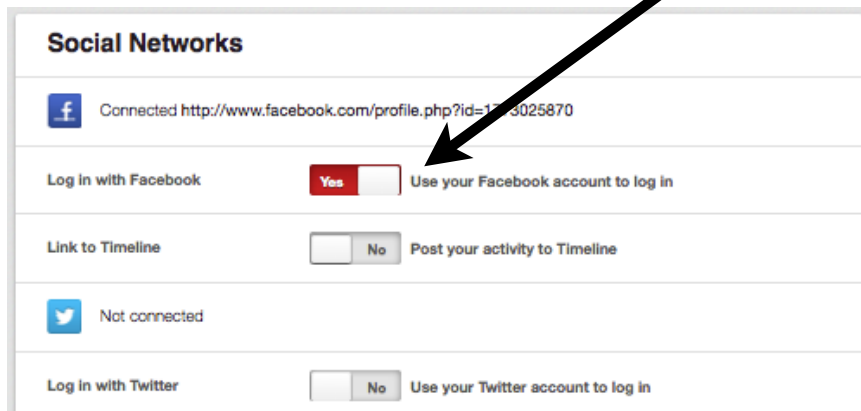
Before you can share pins on Facebook or Twitter, you'll need to connect your Pinterest profile to those accounts.

1. Hover over the profile menu and click **Settings**
2. Switch **Login with Facebook** or **Login with Twitter** to **Yes**
3. Click **Save Settings**

## Share pins on Facebook

Automatically share all your pins on Facebook:

1. Hover over the profile menu and click **Settings**
2. Switch **Link to Timeline** to **Yes**
3. Click **Save Settings**



You can switch this back to "No" if you want your Pins to stop going to Facebook.

Manually share a pin on Facebook or Twitter:

1. Click on a pin to see it close up and click **Share**
2. Select **Facebook** or **Twitter**
3. If you haven't connected your Facebook or Twitter, you'll see a prompt to connect it to Pinterest
4. Click **Share** for Facebook or **Tweet** for Twitter